


## GUIDE TO BUYING UNIFORM ONLINE

1. Open a web browser (e.g. Internet Explorer or Google Chrome) and go to **www.scopay.com**
2. Log in using your Email address and a Password  
\*IMPORTANT – if logging to scopay.com via a smartphone, please **do not** use the Tucasi mobile site, select ‘**cancel**’ on the prompt
3. Select **View products** from the dark purple tab
4. Scroll down to  **Products** Click on + to expand items available
5. Select the **quantity** of the product you would like to purchase
6. **Add to basket**  
Your items will now be added to your basket

When you have selected all the items you require to purchase select **View basket** and **Checkout** as per trips and school lunches.

You may **Continue shopping** if you need to add further items including trips or lunches.

## HOW TO COLLECT YOUR ORDER

Once you have confirmed your order, you may collect it from the school office.

Please contact the Mrs Hodgson in the School Office if you require any further assistance or refer to the Video and Quick Reference Guides in the **help** option within your online account or see **the frequently asked questions link** on the online account login screen.

You may continue to buy uniform from the school office with cash or cheque.